



National Environmental
Laboratory **Accreditation**
Conference

Fourth Interim Meeting

January 11–14, 1999

Hyatt Regency Bethesda
Bethesda, Maryland

Sponsored by the U.S. Environmental Protection Agency
in cooperation with the
States, Territories, and other Federal Agencies.

NELAC IVi Highlights

The Fourth National Environmental Laboratory Accreditation Conference (NELAC) Interim Meeting will feature opportunities for the NELAC Standing, Administrative, and Ad Hoc Committees to consider potential amendments to the standards and other matters important to the smooth functioning of NELAC. Lively discussions are anticipated so plan to attend them all!

Standing Committees

Attendees to NELAC IVi may look forward to a full agenda for each of the Standing Committees. The **Quality Systems Committee** ambitiously will consider a variety of proposed changes to the standards on such matters as calibration, internal audits, initial demonstration of capability, and a host of other topics. The **Accrediting Authority Committee** will address several new issues on the oversight of NELAP. The **Regulatory Coordination Committee** will discuss the ISO 17025 draft and review the recent EPA regulatory agenda for any impacts it may have on NELAC. The **Proficiency Testing Committee** will review proposed amendments to several sections of Chapter 2 and will discuss the issue "Should a State be permitted to choose its Proficiency Testing Sample Provider?". The **On-Site Assessment Committee** intends to discuss checklists and the training course structure for laboratory inspectors, while the **Program Policy and Structure Committee** will hear reports from the Field Measurements and Agricultural Laboratories subcommittees and review changes proposed for the NELAC Constitution and Bylaws. The remaining Standing Committee, **Accreditation Process**, plans to define the requirements for certification of a mobile laboratory and the use of the NELAC logo.

Administrative & Ad Hoc Committees

The Administrative and Ad Hoc Committees will meet concurrently with the Standing Committees. Their discussions will be equally important and will address:

- **Field Measurements**—discussion of a general sampling standard;
- **Transition**—status of Accrediting Authority recognitions;
- **Nominating**—proposal of all necessary nominees;
- **National Database**—review of database planning to date;
- **Membership and Outreach**—a full meeting agenda; and,
- **Conference Management**—consideration of the need for continuing this committee and the steps necessary for such action.

Attend NELAC IVi, and keep current on the discussions of the NELAC standards!



National Environmental
Laboratory **Accreditation**
Conference

Background

The National Environmental Laboratory Accreditation Conference (NELAC) is a voluntary association of State and federal agencies established to develop uniform accreditation standards. NELAC voting members include State and federal agencies. Other stakeholders (contributors) may provide input at all stages of the process. A federally chartered advisory board, the Environmental Laboratory Advisory Board, provides consensus advice from a wide range of private sector interests.

NELAC will operate as follows:

- States and federal agencies adopt standards and serve as accrediting authorities;
- The accrediting authority may contract with a third party to perform all or part of the assessment;
- A multi-government team will evaluate States' accreditation programs;
- All participating NELAP-approved accrediting authorities agree to accept reciprocity; and,
- Laboratories seek accreditation within their state, if available.

***Please fax, mail, or e-mail
your registration form no later
than December 22, 1998, to:***

**Dr. C. E. Tatsch
Research Triangle Institute
P.O. Box 12194
Research Triangle Park,
NC 27709-2194
Fax: (919) 541-7386
Phone: (919) 541-6930
E-mail: cet@rti.org**

National Environmental Laboratory Accreditation Conference

Fourth Interim Meeting Registration Form*

Name _____ Title _____

Company or Organization _____

Address _____

City _____

State _____ Zip _____

Phone (_____) _____

Fax (_____) _____

E-mail _____

Badge name _____

*For additional registrations, please copy this form and submit a separate registration for each individual.

PRIMARY AFFILIATION (check one category)

GOVERNMENT

- ☐ State ☐ County/Local
☐ EPA ☐ Indian Tribe
☐ Other Federal

PRIVATE SECTOR

- ☐ Private Laboratory
☐ Assessor Body
☐ EPA Regulated Industry
☐ Environmental Interest Group
☐ Academia
☐ Other (please specify) _____

Preliminary Schedule

8:00 am–5:00 pm Registration Daily

Monday, Jan. 11	Tuesday, Jan. 12	Wednesday, Jan. 13	Thursday, Jan. 14
11:00 am–12:30 pm Opening Plenary 1:30–4:30 pm Quality Systems Program Policy & Structure Accrediting Authority 5:00–7:00 pm Meet the Board Gathering	9:00 am–12:00 noon Quality Systems Accreditation Process Conference Management 1:30–4:30 pm Proficiency Testing On-site Assessment Transition	9:00 am–12:00 noon Proficiency Testing Field Measurement Regulatory Coordination 1:00–2:00 pm Nominating National Database Membership & Outreach 2:30–4:30 pm Closing Plenary 5:00–6:00 pm ELAB Open Forum	8:30 am–12:30 pm ELAB Meeting

Internet Service

Approved versions of the NELAC Standards and the Constitution and Bylaws, and changes proposed the NELAC standing committees are available on the Internet at the following Universal Resource Locator (URL):

<http://www.epa.gov/ttn/nelac/>

Additional Meeting Opportunities

Meet the Board Gathering

Monday, January 11, 5:00 pm–7:00 pm

All NELAC participants are invited to join the Board of Directors for an informal gathering following the first day of the meeting. Come and enjoy a relaxed time with the Board!

ELAB Open Forum

Wednesday, January 13, 5:00 pm–6:00 pm

The Environmental Laboratory Advisory Board (ELAB) will hold an informal open forum on Wednesday, January 13, 1999 following NELAC committee sessions. This forum will provide you an opportunity to speak directly with ELAB members.

ELAB Meeting

Thursday, January 14, 8:30 am–12:30 pm

The ELAB will meet on January 14 in open session. ELAB comments on implementation of performance-based measurement systems, issues affecting small laboratories, and other important matters will be discussed.

Lodging and Travel Information

The Hyatt Regency Bethesda will again host the NELAC Interim Meeting. The hotel is offering the NELAC conference rate of \$119/single and \$119/double occupancy per night. Be sure to ask for the NELAC rate! Additional consecutive nights may be reserved at the conference rate.

The Hyatt Regency Bethesda Hotel

One Bethesda Metro Center

Wisconsin Ave at
Old Georgetown Rd.

Bethesda, Maryland 20814

Phone: 301-657-1234

***Please
make your hotel
reservations directly
with the hotel.***

***Remember, the
NELAC rate is
guaranteed only until
December 21,
1998***

The hotel is located at One Bethesda Metro Center, at the Bethesda, Maryland subway stop on the Metro Red Line. Directions and a map will be provided in the confirmation to your registration for NELAC IVi. The recreational facilities include a health club with swimming pools, steppers and stair climbers. There are more than 100 restaurants within walking distance of the hotel, with a food court just steps away.

Mark Your Calendars

Fifth NELAC Annual Meeting

***The Fifth NELAC Annual Meeting is
scheduled for June 28–July 1, 1999 at the
Sheraton Hotel & Conference Center,
Saratoga Springs, New York. Mark your
calendars now and plan to join us!!***

Board of Directors and Committee Chairs

Board of Directors

Dr. Kenneth W. Jackson, Chair
Dr. James Pearson, Chair-Elect
Ms. Carol V. Batterton, Past Chair
Ms. Jeanne Mourrain, Director
Ms. Elizabeth Dutrow, Executive Secretary
Dr. Charles Brokopp
Dr. Ronald Cada
Ms. Barbara Finazzo
Dr. Gary King
Ms. Sylvia Labie
Ms. Jackie Sample

Administrative Committee Chairs

Ms. Marion K. Thompson, Conference Management
Dr. Irene Ronning, Membership and Outreach
Ms. Carol V. Batterton, Nominating

Standing Committee Chairs

Ms. Pauline Bouchard, Program Policy and Structure
Ms. Anne Rhyne, Proficiency Testing
Mr. Steven Baker, On-Site Assessment
Ms. Margaret Prevost, Site Accreditation Process
Mr. Joe Slayton, Quality Systems
Mr. John Anderson, Accrediting Authority
Dr. Carl Kircher, Regulatory Coordination

Ad Hoc Committee Chairs

Mr. Matthew Caruso, National Database
Dr. Barton Simmons, Field Measurements
Dr. Charles Brokopp, Transition



National Environmental
Laboratory **Accreditation**
Conference